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# **CITY OF ST. PAUL**

DEPARTMENT OF SAFETY AND INSPECTIONS 375 JACKSON STREET, SUITE 220 ST. PAUL, MINNESOTA 55101-1806

## **MECHANICAL PERMIT APPLICATION**

Visit our Web Site at: www.stpaul.gov/dsi

Number Street Name PROJECT		Name	St. Ave. Blvd. Etc NSEW			V T	Unit # Building Na			me	Da	nte		
City				ldress ty ate, Zip+4					1			Phone		
E-mail:														
Property Owner (Include Contact Person)  Addre City State,				Zip+4							Phone			
New Building	Existing Building		Alter				Replace			Estimated Value of Mechanical Work				
Commercial	]	Estimated Start Date:					\$							
	Number of dwell	Estima	<b>Estimated Completion Date:</b>											
Check ONLY one														
category box. Gas Steam/Hydronic Factory Built Fireplace/Stove + Fuel Gas or Solid Fuel														
A <u>SEPARATE</u> permit is required for each category.  Oil Solar Hydronic Heating Process Piping Systems Refrigeration + Refrigerant Type:														
For each unit enter: Make				Model				BTU Input			Quantity			
Describe scope of work and location (building, floor, area, etc).								TOTAL HEAT LOSS/GAIN (IN BTUs):						
Applicant certifies that all information is correct and that all pertinent state regulations and city								Condenser Location (check one box below):						
ordinances will be complied with in performing the work for which this permit is issued.														
Print Applicant's Name Here :														
							_   [	Rear		Roof	Side		Inside	
Applicant's Signature:														
n					Donmit Numbon				SUM	MARY	OF FEES			
(Office Use Only)				Permit Number (Office Use Only)				Permit Fee (Minimum \$78.00)			\$			
Approved By:								State Surcharge (Minimum \$0.50)			\$			
If you are making payment by credit card you must complete the information below.								Total Permit Fee			\$			
Effective April 3, 2021, a 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider the Department of Safety and Inspections uses to handle credit card transactions.  The City will not receive any of the service fees.*														
Signature of Cardholder (required for all charges):														
☐ AMEX ☐ Visa ☐ MasterCard ☐ Discover ☐ Secu									ration / Year →					
BILLING ZIP CODE	:													
Enter Account							1							

If you are paying for your permit by American Express, Discover, MasterCard or Visa you may fax your application.

The credit card information section must be filled in and signed.

Our FAX number is 651-266-9124.

If paying by check, please mail the application and the check to us.

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## INSTRUCTIONS FOR PERMIT FEE CALCULATION

### GAS BURNER OR OIL BURNER:

Each burner: \$78.00 for the 1<sup>st</sup> 100,000 BTU per hour input or fraction thereof, plus \$13.00 for each additional 100,000 BTU per hour input or fraction thereof. Maximum fee for each individual burner, regardless of input, is \$919.00. Where dual fuel installations are made, the maximum combined permit fee shall not exceed \$1,670.00.

State surcharge is a flat \$1.00 per **permit** not burner.

## STEAM/HYDRONIC, SOLAR HYDRONIC, REFRIGERATION AND PROCESS PIPING SYSTEMS:

Fee is one percent of the total valuation of the work. Value of work must include the cost of installation, alteration, addition and repairs including heat transfer units, accessories to the heating or refrigeration system, including pipe, fittings and all labor, materials and equipment necessary for installation. In addition, it shall include all materials supplied by other sources when these materials are normally supplied by contractor. Minimum fee is \$78.00.

The state surcharge is based on the valuation of the job: \$1.00 to \$1,000.00 is \$0.50.

\$1,001.00 and up is 0.0005 times the value of the job.

Effective: 04/03/2021

### **FACTORY BUILT FIREPLACES AND STOVES:**

The fee for factory built fireplaces, fireplace inserts and stoves is \$78.00 per unit. Please indicate if the unit is gas or solid fuel fired in the area provided on the form.

State surcharge is a flat \$1.00 per **permit** not per fireplace or stove.

#### TANK INSTALLATION AND TANK REMOVAL PERMITS:

All permanent tank installations, tank removals, abandoning above or underground shall be permitted through the City of Saint Paul Department of Safety and Inspections/Fire Inspection Division.

**Fire Inspection Contact Person:** Mitch Imbertson 651-266-8986

However, if the tank is for fuel oil to a heating plant, (boilers or other heating devices) the permit from the Fire Division is applicable only for the tank and piping up to the first valve. The remaining piping from the first valve up to and including the heating appliance will require a separate mechanical permit.

Mechanical Inspectors are in the office to schedule inspections between 7:30 and 9:00 AM every business day. They may be reached at: 651-266-9004.

Permit fee information may be obtained by calling 651-266-8989, Monday – Friday, 7:30 – 4:30.

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